

Mohammed Refaat Mohammed Kadry

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OBJECTIVE

- Seeking a challenging position in a reputable company to utilize my academic background, and interpersonal skills
- Achieving good career goals by obtaining a challenging position in a multi-national or local company where opportunities for learning and scope of rapid growth and development exist.

EDUCATION

- (2005/2006) Bachelor of Information Systems from Thebes academy Maadi computer sciences institute

SKILLS

Computer Skills:

- Software & Hardware
- Internet (E-mails Coordinator – Internet browser's)
- Database
- Windows Utilities
- Typist (very fast at Arabic & English)
- Microsoft office (MS Word-MS Excel-MS Access-MS Power Point)
- Automotive spare parts programs (ETKA – ETOS – TecDoc – EPC – OPEL program..... etc.)
- AutoCAD
- Secretary Programs

General Skills:

- Good Social communication.
- Active participant in team works.
- Rules respect.
- Self-motivated.
- High ability for research and problems solving.
- High ability for discussion and negotiation.

Language Skills:

- Native language Arabic
- Good in English (British Council Courses)

EXPERIENCE

- At sun international center as a secretary in first from 1995-1997
- At sun international center as an Executive secretary from 1997-2003
- AL-Sharq newspaper Cairo office as "Executive Secretary & Media Coordinator" from 2003-2007
- Middle East Company for Import VW Group, BMW, Opel, Renault, Ford, as a wholesaler spare parts as "Import Coordinator – Purchasing Manager" from 2007-2022. "Preparing inquiries & send it to exporters & checking the quotation "inquiries replay" & sending the final order confirmation & contacting with the

Forwarder to get the agent & shipping details – get the full details about the shipment to inform the insurance company – contacting with the custom to get the shipment "sending the invoices – packing lists – specifications - ... etc." to custom, distributing the shipment to our agents & customers.

- Market research – Data analyst.
- EL-Zahraa for Contracting Engineering & Supplying in technical department 11.2022 – 09.2023, technical drawings, calculation sheets, E- mails coordinator.
- Al Qudrah Ref. LLC. Sharjah, UAE Technical department.

INTERESTS

Reading, Computer programs, Internet, Music.

PERSONAL INFORMATION

Date of Birth :	11/7/1983
Marital Status:	Married
Military Status:	Permanently Exempt.
Driving License:	Personal license (EG)